



CITY OF LONG BEACH

DEPARTMENT OF COMMUNITY DEVELOPMENT



WORKFORCE DEVELOPMENT BUREAU

3447 ATLANTIC AVENUE • LONG BEACH, CALIFORNIA 90807 • (562) 570-3654 • FAX (562) 570-3657 • TTY (562) 570-3760

REQUEST FOR PROPOSALS 06-004

Community Beautification/Work Experience Project Services

The City of Long Beach, in cooperation with the Greater Long Beach Workforce Development Board, is soliciting responses from qualified entities to oversee a community beautification and work experience program in targeted areas, key corridors and neighborhoods of Long Beach. Specific activities are not limited to, but will include refuse removal, corridor/alley cleanup, and other beautification efforts, in conjunction with paid work experience training for selected residents lacking significant work histories.

Background

The City's Workforce Development Bureau offers an array of workforce development programs and services to maximize success of job seekers and businesses. Programs are designed to maximize demands and trends in the local labor markets of Long Beach and the surrounding regions. Training and placement assistant services include but are not limited to career preparation, career exploration, job search strategies, work experience and job training, vocational training, resume writing and interview techniques.

For residents with multiple barriers to employment, services are often tailored to address the unique needs and barriers of those who have not yet experienced successes in the workplace. Services are coordinated through the City's three one-stop career centers: the Career Transition Center, Youth Opportunity Center, and the Center for Working Families.

Scope of Work

The selected entity for this program will be the Program Operator and provide program management oversight, supervised work experience and structured program activities. In coordination with City staff, the selected entity will identify worksites and clean-up project areas for the program. The Program Operator will oversee the targeted clean up of identified sites through work activities of participating residents.

Over three cycles in twelve months, the project will serve approximately 40 low-income, disadvantaged Long Beach and Signal Hill residents, 18 years of age and older, with multiple barriers to employment (including long-term unemployed, limited or no work experience, limited English language proficient, and offender). During each cycle, the project will provide twelve (12) weeks of pre-employment, career preparation and work experience activities designed to expose residents to the world of work and, upon successful completion, qualify them for employment or further education/vocational training opportunities through the Bureau's One-Stop Centers or other community resources.

- At project onset, trainees will receive one (1) week of pre-employment/work readiness skills training provided by Workforce Development Bureau staff utilizing existing curriculum that includes employer expectations, time management, conflict resolution, team building, and budgeting.
- The Program Operator selected will then manage and oversee paid work experience activities that focus on community beautification efforts. Specific activities will typically include refuse removal, corridor/alley cleanup, and other beautification efforts. Participating residents will receive paid work experience for approximately 32 hours per week over the 10-week period.
- Upon completion of work experience, residents will participate in one (1) week of career preparation activities provided by Bureau staff to include career exploration, job search strategies, resume writing and interview techniques. At project conclusion, residents will receive a certificate of completion and be referred to additional vocational training, job readiness or placement as appropriate.

During the ten-week work experience elements, the Program Operator will be responsible for submission of all verified participant timesheets and evaluations. The City will be responsible for participant work experience wages, outreach and recruitment, case management, and monitoring of program participants and activities. The Program Operator will also assist in participant outreach and recruitment, supervise participants on worksites, reinforce employment preparation readiness training, provide instruction in safe work habits and practices, provide mentoring, joint case management and develop meaningful, structured work experiences for participants.

Qualified Entities

Qualified entities to operate a program under this RFP are disadvantaged Section 3 businesses. A Section 3 business is one formed in accordance with State law and licensed to engage in the type of business activity for which it was formed and can answer yes to at least one of the following questions:

- 1) Is 51% of the business owned by Section 3 resident(s)?
- 2) Are 30% of the permanent, full-time employees currently Section 3 residents who reside in the City of Long Beach or Signal Hill?
- 3) Were 30% of the permanent, full-time employees, within 3 years of the date of first employment, Section 3 residents who reside in the City of Long Beach or Signal Hill?
- 4) Can the business provide evidence of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to a Section 3 business that meets the ownership or employment qualifications (as explained above)?
- 5) Can provide evidence of a commitment to hire Section 3 residents, such that they compose at least 30% of all new hires. (As defined by the most updated HUD income requirements)?

Additionally, all applicants must be able to meet the minimum-required insurance requirements of the City of Long Beach, as described in Attachment A.

Qualified bidding businesses should submit the following proposal information:

- 1) Description of Bidder's experience and background in providing project management for similar clean-up programs;
- 2) Evidence that the Bidder is a qualified Section 3 entity;
- 3) A written narrative plan to provide meaningful, structured work experience training which prepares participants for future employment and training successes;
- 4) Identification of potential project worksites (note that all corridors and areas will be ultimately decided by the City);
- 5) A fee schedule outlining all costs associated with this effort to be borne by the City (excluding trainee payroll, which will be processed by the City)

Evaluation Process

The City has developed the following criteria to select the vendor to oversee the project:

- Experience of proposer in overseeing related projects.....40 Points
- Reasonableness of cost.....30 Points
- Plan for work experience training services of residents.....30 Points

General RFP Information

- (1) The information submitted in response to this solicitation is not legally binding; however, any financial agreements, which are based on the proposal and subsequent negotiations become legally binding after both parties have signed them. All resulting agreements – financial and non-financial – will provide mutual termination clauses between the two parties.
- (2) The City of Long Beach has the right to reject any proposals that do not conform to programs goals, objectives or Section 3 requirements, and may request redesign after submission. Incomplete submissions may be disqualified from the process. The City reserves the right to disqualify any submission that contains inaccurate information.
- (3) All submissions become the property of the City. All costs associated with the development of submissions in response to this solicitation must be borne by the applicant. The submission shall not include any such expenses as part of any fee quotations, if fees apply.
- (4) If no more than one submission is received, the City reserves the right to classify this procurement a failed competition, and either recompet the procurement, or enter into a sole source agreement with the sole respondent.
- (5) The City reserves the right to select more than one party to provide these services.

- (6) Questions regarding this RFP will be accepted in written format only. All questions should be either emailed/hand delivered to RFP # 06-004, Workforce Development Bureau, Career Transition Center, 3447 Atlantic Avenue, Long Beach, CA 90807; faxed to (562) 570-3657, or emailed to sally_ghan@longbeach.gov. Questions and responses to questions will be posted on the Bureau's website, www.longbeachworkforce.org.
- (7) Prices proposed in the submission must be valid from the date of the proposal through September 30, 2007, at minimum, and must include any/all costs expected to be paid by the City.
- (8) Three (3) copies of each proposal, of which one (1) must bear original signatures and should be submitted to: RFP # 06-004, Workforce Development Bureau, City of Long Beach, 3447 Atlantic Avenue, Long Beach, CA 90807. The deadline to submit proposals is 4:00 pm on August 21, 2006.
- (9) No late submission, whether mailed or hand-delivered, will be acceptable.
- (10) Respondents may be asked to provide additional information as needed.
- (11) The submissions selected become part of the financial and/or non-financial agreements between the City and organization, and as such become public record. If the submission contains any confidential information, such information must be removed from the body of the response and placed in an Appendix.
- (12) Contract awards will be based upon several factors, including but not limited to cost, compatibility of proposed services, and qualifications to provide such services.
- (13) Proposers must be Affirmative Action/Equal Employment Opportunity Employers. Service providers will be required to meet EEO requirements as applicable.
- (14) Selected entity must file insurance documentation with the City of Long Beach Risk Manager. Please review Attachment A for information on City insurance requirements.

ATTACHMENT A

INSURANCE REQUIREMENTS

Before a purchase order can be issued, you must meet the following insurance requirements:

1. **Certificate of Insurance.** A certificate of insurance showing the City of Long Beach as the certificate holder at the address given below, must be filed with the City before the purchase order is issued. The certificate must evidence the following insurance placed with an insurer admitted to write insurance in California or an authorized non-admitted insurer having a rate of, or equivalent to A:VIII by A.M. Best Company:
 - a. **Commercial general-liability** (equivalent in coverage to ISO form CG 00 01 85 OR 88), including cross-liability protection and broad form contractual liability, in an amount not less than \$1,000,000 combined single limit for each occurrence. If the policy has a general aggregate limit, the general aggregate limit must be in an amount not less than \$2,000,000. The "City of Long Beach, its officials, employees, and agents" must be named as additional insureds and such coverage must not be limited to the vicarious liability or supervisory role of the additional insured.
 - b. **Automobile liability** (equivalent in coverage to ISO form CA 00 01 06 92) in an amount not less than \$500,000 combined single limit per accident for bodily injury and property damage covering Auto System 1 (Any Auto).
 - c. **Professional liability or errors and omissions** in an amount not less than \$1,000,000 per occurrence if you are providing accounting, actuarial, architectural, auditing, brokerage, computer programming, consulting, counseling, daycare, engineering, environmental, landscape architectural, legal, medical, nursing, pastoral, surveying, real estate, soils engineering, or other professional services.
 - d. **Workers' compensation and employer's liability** in an amount not less than \$1,000,000 per accident if workers' compensation coverage is required by the California Labor Code.
2. **Endorsements.** All applicable original endorsements must also be filed with the City of Long Beach before the purchase order is issued, including but not limited to:
 - a. An additional insured endorsement (equivalent to ISO form CG 20 10 11 85 OR CG 20 26 11 85) naming "The City of Long Beach, its officials, employees and agents" as additional insureds under the general liability policy. Failure to comply with this requirement will prevent the issuance of a purchase order.
 - b. An endorsement to each policy state that such policy shall not be cancelled by either party or reduced in coverage except after thirty (30) days prior written notice to City and that the policy shall apply on a primary non-contributing basis in relation to any insurance of self-insurance, primary or excess, maintained by or available to City or any employee or agent of City.

3. **Special Risks.** Additional insurance requirements may be imposed on certain risks:
- a. Construction contracts;
 - b. Medical, daycare, excavation, drilling, trenching or shoring services, or services involving explosives or pyrotechnics;
 - c. Environmental consulting, engineering or related services or operations, including brownfields' redevelopment;
 - d. Custom manufactured products;
 - e. Products or services involving firearms, tobacco, alcohol, or controlled substances;
 - f. Marine-related products or services;
 - g. Aircraft-related products or services;
 - h. Any unusual or high-risk activities.